

SUPERVISOR OF ELECTIONS, MIAMI-DADE COUNTY, FLORIDA

ABSENTEE BALLOT REQUEST POLICY
(Effective January 1, 2002)

The following policy applies to elections in which the Miami-Dade Elections Department manages the distribution of absentee ballots. Absentee ballots may be requested in the following manner:

1. **IN WRITING** - An absentee ballot may be requested in writing. Written requests will be accepted for an election **no later than noon on the 4th calendar day prior to the election**. **No E-mail or FAX copies will be accepted.** The written request **must** include the following information:
 - a) Printed name of voter
 - b) Current residence address
 - c) Address where the ballot is to be mailed (*If the address where the ballot is to be mailed is different from the residence address, the reason why it should be mailed to this address **must** be stated.*)
 - d) Date of Birth
 - e) Voter registration number (optional)
 - f) Date of the election or elections for which an absentee ballot is needed
 - g) Signature of voter
2. **IN PERSON** - Picture identification that contains the voter's name and signature must be presented when an absentee ballot is voted in person.
3. **ISSUED TO VOTER'S DESIGNEE** - (*Limited to two ballots per election, only one of which may be for a voter who is not the spouse, parent, child, grandparent or sibling of the designee*). An absentee ballot may be picked up at the Miami-Dade Elections Department's absentee ballot site in the lobby of the Stephen P. Clark Center, 111 NW 1st Street, on the day prior to and the day of the election if the person designated by the voter is an immediate family member and only on the day of the election if the designee is not an immediate family member. Picture identification of the designee must be presented along with a **written** request from the voter containing the following information:
 - a) Printed name of voter
 - b) Voter's daytime phone number
 - c) Voter's date of birth
 - d) Voter's registration number (optional)
 - e) Date of the election for which an absentee ballot is needed
 - f) Name of person picking up the absentee ballot
 - g) If the voter is a member of the designee's immediate family, reason why the voter must have someone else pick up the absentee ballot
 - h) If the voter is not a member of the designee's immediate family, the designee must also present a statement signed by a physician on the physician's stationery that due to a medical emergency involving the voter or voter's dependent, the named voter is unable to vote at the polls and is unable to pick up an absentee ballot in person
 - i) Signature of voter.